



DEPARTMENT MONTHLY REPORT

Meeting: Milton Town Council - Apr 05 2021

Staff Contact: Tom Quass, Project Coordinator

Department: Code

Subject: Planning and Code Monthly Report

Departmental Highlights:

- Administratively approved 19 building permits. I denied one building permit because the site plan did not meet town code requirements. Referred appeal from applicant to P&Z Commission under §220-36.
- Completed multiple research requests for members of the various Boards and Commissions. Developed and presented background information the HPC for possible code revisions regarding administrative review of HPC applications.
- Answered various inquiries of Commission and Board members, Town Council, Staff and clients.
- Compiled agendas and assembled informational packages for various Commissions and Boards.
HPC - 2 applications approved at the 9 March meeting.
P&Z - Held public hearing for HC Phase 1 preliminary subdivision and site plan.
Record held open for additional corrections.
Held public hearing for Loblolly LLC preliminary site plan.
Approval granted.
- Attended virtual/electronic, and in person meetings of the Planning and Zoning Commission, Historic Preservation Commission, Town Council, and Staff Meetings as required.
- Attended an additional scoping meeting (virtual) with DELDOT for traffic study related to the Dexter property project.
- Attended ethics training for staff.
- Met with clients regarding application processes, and reviewed applications as needed.
- There was one complaint filed by tenants under Chapter 164 Rental Properties for faulty smoke detectors. All conditions corrected. Inspections completed by staff.

Project Updates:

- Cannery Village Phase IV awaiting final approval. Preliminary approval expires August 2021.
- TESI WWTP Project final approval slated for 20 April P&Z agenda.
- Dexter Property - Awaiting entrance approval from DELDOT for south eastern portion of the parcel for a convenience store/gas station site.

Attachments:

HPC Meeting 12JAN21 Minutes - Approved

P&Z Meeting 16FEB2021 Minutes - Approved

Code Report Cover Sheet March 2021

Code Enforcement REPORT MARCH 2021